Create VASA Account - Student Applicant

Basic Flow

- 1. Go to the Student Experience portal at <u>https://schev.edu/index/tuition-aid/vasa/</u>
- 2. Click the "File the VASA Application" button
- 3. On the next screen, click on "Sign Up" to create an account

E Sign In			
Email			
Password			
Remember me	Reset your Password		
SIGN IN			
Don't have an account? sign Up			

- 4. Review the eligibility criteria and answer appropriately.
 - a. 'Yes' will direct the applicant to complete a FAFSA
 - b. 'No' will allow the applicant to continue with account creation
- 5. Click Continue
- 6. Complete Registration Step 1: Account Creation

	\bigcirc
	Sign Up
Please fill out the form b	elow to create your account.
All the information you able to access the Stude	provide is confidential. Once you complete the information, your account will be created and you will b nt Experience Portal.
Email	
Please ensure the second se	at this is a valid, permanent email address that you check regularly.
Confirm Email	
Password	
New naccountril	must be at least 14 characters and meet the following
 New password: 1 upper case 	s must be at least 14 characters and meet the following: (A/2) characters
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- 7. Click Continue
- 8. Complete Registration Step 2: Email Authentication



a. Applicant logs into the email address used for account creation to validate.



9. Login into the Student Experience portal with the email and password used in Step 1

Sign In		
Email		
 elschetzegentz 	-téprel.cen	
Password		
]	
Remember me	Reset your Password	
SIG	N IN	
Don't have an accou	Nt? Sign Up	

10. Complete Registration Step 3: Student Account Validation questions

Financial Aid Account		
Please compl	ete the following registration form.	
First Name		
If you h have a S college(s	ave a Social Security, DACA, or ITIN Card, your first/last name should match that docurnent. If you don' ocial Security, DACA, or ITIN Card, your first/last name should match the name you provided to your).	
Last Name		
If you h have a S college(s	ave a Social Security, DACA, or ITIN Card, your first/last name should match that document. If you don' ocial Security, DACA, or ITIN Card, your first/last name should match the name you provided to your).	
Social Securit	y, DACA, or ITIN Number	
Provide format 1	the exact number listed on your Social Security, DACA, or TIN Card excluding the dashes. Please use t 23456789. If you do not have a Social Security, DACA, or TIN Number, leave blank.	
Confirm Socia	d Security, DACA, or ITIN Number	
0 Reente	r your Social Security, DACA, or ITIN Number entered above.	
Date of Birth	(mm/dd/yyyy):	
	titi	
Please	enter a valid date of birth (MW/DD/YYYY).	
Institution Iss	ued Student Identification Number	
Indicat	e the ID number issued by the institution you plan to attend, otherwise leave blank.	

Post-condition

• Applicant has successfully created an account.

5.1 Create Your VASA Account – Applicant's Parent

Basic Flow

- 1. Applicant logs into the Student Experience portal
- 2. Applicant clicks 'Request Parent Signature' on the Regent Access

Access application 2022-2023	NEEDED - PENDING PARENT SIGNATURE
2022-2023 Federal Award Year	<i>Status as of 11/18/202</i>
Attachments	
2022-2023 Master Regent Access.pdf	
147 KB	
	+ DECLIEST DADENT SIGNATURE
	- REQUEST PARENT SIGNATORE

- 3. Applicant selects the parent and enters that parent's email address to which the invitation will be sent
- 4. Applicant clicks SEND INVITATION
 - a. NOTE: Parent is required to create an account to access and e-sign the application

Please choose parent to sign:	
PARENT TESTER	
And enter his/her e-mail for invitation.	
Email	
afschetzegent-Stignal.com	~
SEND INVITATION	
CANCEL	

- 5. Parent receives an email invitation to create an account
- 6. Parent clicks Create an Account link in the email

Dear -----

application 2022-2023.

Log In To Your Account

You can log into the application website by clicking on the link below.

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Enter your email address and password to sign the form.

Note: If you are unable to remember your password, please click the 'Reset your Password' option on the login page.

Create an Account

If you need to create an account, please click on the website link below and you will be prompted to create your account.

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Please note that if you do not take any action, this link will expire in 72 hours hours.

If you have any questions about your account or the signature process, please contact the **section of the section of the secti**

Sincerely,

7. Parent completes Registration Step 1: Account Creation

Registration Step 1 of 3: Account Creation			
₫.			
Sign Up			
Please fill out the form below to create your account. All the information you provide will be kept in strictest confidence. Once you complete setting up you access to the Student Portal.	r account, you will gain		
Email			
afischer.regent+2@gmail.com			
Please ensure that this is a valid, permanent email address that you check regularly.			
Confirm Email			
afischer.regent+2@gmail.com			
Password			
 New passwords must be at least 14 characters and meet the following: 1 upper case (A-Z) characters 			
 1 lower case (a-z) characters 1 numeric characters (0-9) 1 consider characters (a (1988)) (0.8.1) 			
 Topecal characterit (eg., 1994 who characterity (eg. 12, 456, 789) Not exceed 2 sequencial numbers (e.g. 44, 456, 789) Not exceed 2 repeating characters numbers (e.g. AA, bb, 77, 8&) Do not include common words or names. 			
Confirm Research			
Contern Password			
Please show you are not a robot			
CANCEL	CONTINUE		
CANCEL	Continuor		

8. Parent clicks Continue

9. Parent completes Registration Step 2: Email Authentication

Registration Step 2 of 3: Email Authentication

Please validate your email

We sent you a confirmation email with a link to activate your account. Access your email account and click on the link provided in the confirmation email. Click <u>here</u> to send a new confirmation email to **access the sended**

10. Parent logs into the email address used for account creation to validate.



11. Parent logs into the Student Experience portal with the email and password used for account creation



12. Parent completes Registration Step 3: Parent Account Validation



13. Parent clicks Done and is taken to the Student Experience portal home page



Post-condition

• Parent has successfully created an account and can log into the Student Experience portal